



DEPARTMENT OF NAVY
NAVAL AIR SYSTEMS COMMAND
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NASC ACC NOTE 13650
AIR-5.0D42-SECA-01-001/2104
31 January 2001

NASC ACC SECA PROCEDURE NOTE, SECA 01-001

From: Assistant Commander for Test and Evaluation (AIR-5.0D42)
To: Distribution

Subj: DISPOSITION/SURVEY OF SUPPORT EQUIPMENT

Ref: (a) NAVAIRINST 13650.1C 16 Jan 92
(b) AMMRL Program Meeting Action Chit 04-00-01
(c) AMMRL Program Meeting Action Chit 04-00-02
(d) OPNAVINST 4790.2 Series
(d) NAVSUP Publication 485
(e) DOD 7200.10M
(f) NAVSUP Manual, Vol. II
(g) SECNAVINST 5500.4G
(h) NAVSUP Publication 567, Vol.I

Encl: (1) Equipment Status Codes
(2) Sample Message, Tracer Action
(3) Sample Message, In Transit Survey

1. Purpose. To provide policy and procedures for disposition/survey of IMRL Support Equipment.

2. Supersedure. This NASC ACC SECA Procedure Note supersedes NASC ACC SECA NOTE, SECA 001-00/2028 16 MAY 2000

3. Scope. The provision of this SECA Procedure Note applies to all IMRL activities supported by NASC ACC SECA.

4. Background. References (a) through (d), establish direction for disposition of IMRL Support Equipment/references(a)through (h) for survey.

5. Action.

a. Excess Support Equipment Disposition

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1. IMRL managers are to review Activity Inventory Records (AIR) upon receipt for support equipment inventory reflected in an excess or unmatched condition. Validate all excess with shop or workcenter that has custody of the support equipment.

(a) If the excess or unmatched support equipment is required by the activity, submit IMRL Revision Request NAVAIR Form 13650/1 with complete justification in accordance with Ref a.

(b) Upon determination that the support equipment is excess to the activity's IMRL requirements, forward disposition request to this SECA for action via letter, message, or trackable means of correspondence (Note: Per Ref. B, EMAIL may be used when the appropriate chain of command is addressed). Disposition Request is to include a list containing Part Number, Cage, NIIN, Quantity and Equipment Status Code as listed in enclosure (1). It is recommended that when an excess condition involves a prime alternate relationship, the alternate should be listed for disposition. The SECA will provide disposition direction by return correspondence.

b. Disposition of SE other than excess, ie BER.

1. Upon determination that an item of SE is a candidate for disposition, ie BER, forward disposition request to this SECA for action via letter, message, or trackable means of correspondence (Note: Per Ref. B, EMAIL may be used when the appropriate chain of command is addressed). Disposition Request is to include a list containing Part Number, Cage, NIIN, Quantity and Equipment Status code as listed in enclosure (1).

c. Survey

1. Support Equipment Missing, Lost, Stolen: Survey, utilizing DD Form 200, is required to remove all SE from an activity's SERMIS inventory if the item is missing, lost, stolen and the cost is in excess of \$750. Note; missing equipment refers to an item, which is reported in the activity's SERMIS inventory but is not physically accountable. Items which were gained as a result of administrative error are not considered "missing

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equipment" and can be corrected in SERMIS by submitting a "TX" Transaction Report (TR) with an explanation in the "comments" block.

2. SE not received or lost during shipment: SE asset which has been reported transferred to an activity, with or without an assigned Authorization for receipt which has not been received and has been determined to be lost during shipment, requires an In Transit Survey. When an activity's Active TR Report reflects non-shipment of equipment for 30 days, the activity will contact the SECA Rep for further action. If the activity's Active TR Report reflects that the equipment has been shipped and has not been received within 60 days CONUS or 90 days OCONUS the receiving activity will request the transferring activity, via naval message encl. 2, Info COMNAVAIRSYSCOM AIR5.0D42, to initiate tracer action. After both the transferring and receiving activities have exhausted all efforts to locate the transit SE, the receiving activity will take the following action:

- (a) Complete Report of Survey DD Form 200 and a Missing, Lost, Stolen or Recovered (MSLR) report.

- (b) Submit a request, via naval message encl. 3, to COMNAVAIRSYSCOM AIR 5.0D42 to enter an In Transit Survey for the missing SE and reference the naval message sent to the transferring activity. Include all actions taken to locate the SE lost during transit and the activity survey number.

6. Cancellation. This NASC ACC SECA Procedure Note is effective until superseded or is otherwise canceled.

C. E. NEELEY
By direction

Copy to:
COMNAVAIRSYSCOM PATUXENT RIVER MD (PMA260EA)

Equipment Status Codes

Status	Definition
A1	New, used, repaired or reconditioned SE item which is serviceable and usable without qualification or restriction.
A2	SE item which is serviceable but requires calibration at a Type IV Intermediate level calibration facility prior to issue/use. Includes Inactivated items.
A3	SE item which is serviceable but requires calibration at a Type I, II or III Depot level calibration facility prior to issue/use. This does not include inactivated items.
A4	New, used, repaired or reconditioned SE item which requires depreservation (and possibly calibration) prior to issue/use.
A5	Inactivated calibratable items which require calibration at a Type I, II or III Depot level calibration facility prior to issue/use.
B1	New, used, repaired or reconditioned SE item which is serviceable and usable with qualification or restriction. Item's use is limited/restricted due to lack of complete functionality. Includes Limited/Special Calibration items and could include items requiring incorporation of approved SECs/SEBs.
C1	Asset shipped off site for Depot /Commercial Calibration.
F1	Repairable SE item which is unserviceable and requires repair within the capability of the Intermediate level prior to issue/use. May also require Type IV Intermediate level calibration after repair.
F2	Repairable SE item which is unserviceable and requires repair (and possibly calibration) at the Depot level prior to issue/use. These items must have a "D" in the fourth/fifth position of the SM&R Code.
F3	SE item which is Beyond Economical Repair (BER) and requires condemnation at the Intermediate level. These items do not have a "D" in the fourth/fifth position of the SM&R Code.
F4	SE item which is considered to be Beyond Economical Repair (BER) and requires condemnation or has been condemned by a Depot level activity. These items must have a "D" in the fifth character of the SM&R Code.
F6	SE item which is considered to be missing, lost or stolen. Items in this status will require survey action subsequent to appropriate investigative action. The date of initiation of investigative action and the type of investigative action are to be entered in the Remarks field.

SAMPLE MESSAGE
TRACER ACTION

FM **YOUR PLAD**

TO **SHIPPING ADDRESS PLAD**

INFO COMNAVAIRSYS COM PATUXENT RIVER MD//AIR5.0D42//

OTHER SECA PLAD IF APPLICABLE

BT

UNCLAS//N13600//

MSGID/GENADMIN/

SUBJ/AMMRL REQUEST FOR TRACER ACTION//

REF/A/LTR/NASC ACC NOTE 01-001/31 JAN 01//

NARR/REF A GIVES DIRECTION ON SURVEY PROCEDURES AND TRACER
ACTIONS//

POC/ **YOUR POC**//

RMKS/1. IAW REF A REQUEST ALL SHIPPING DATA BE PROVIDED TO THIS
COMMAND AND TRACER ACTION BE INITIATED BY YOUR CMD. IF ITEMS
NOT SHIPPED, REQUEST DELETION OF SE TR REPORTING TRANSFER AND
AUTHORIZATION NUMBER FROM YOUR SECA. REQUEST REPORT RESULTS
TO ALCON VIA NAVAL MSG.

PN CAGE AUTH NUMBER

XXXX **XXXXX** **XXXXXXXXXX**

SAMPLE MESSAGE
IN TRANSIT SURVEY

FM **YOUR PLAD**

TO COMNAVAIRSYS COM PATUXENT RIVER MD//AIR5.0D42//

INFO **OTHER SECA PLAD IF APPLICABLE**

BT

UNCLAS//N13600//

MSGID/GENADMIN/

SUBJ/AMMRL REQUEST FOR IN TRANSIENT SURVEY//

REF/A/LTR/NASC ACC NOTE 01-001/31 JAN 01//

REF/B/***ANY ADDITIONAL REFERENCES TO TRACER ACTION, ETC***

REF/C/ ***SHIPPING ACTIVITY'S REPLY TO REF B***//

NARR/REF A GIVES DIRECTION ON SURVEY PROCEDURES AND TRACER
ACTIONS REF B COMPLETED TRACER ACTIONS REF C REPLY TO REF B//

POC/ **YOUR POC**//

RMKS/1. IAW REF A REQUEST IN TRANSIENT SURVEY. PER REF B AND C, SE
IS MISSING AND CAN NOT BE LOCATED.//

PN	CAGE	QTY	AUTH NO	SURVEY NO
<u>XXXX</u>	<u>XXXXX</u>	<u>XXX</u>	<u>XXXXXXXXXX</u>	<u>XXXXXX</u>

***2. SYNOPSIS OF ACTIONS TAKEN TO LOCATE SE IF NOT DETAILED IN
SHIPPING ACTIVITY'S REPLY (REF C).***